The CLJ-CMS CUWG meeting was held August 26 – 27, 2015, covering the topics of Accounting and Administration.

Project Updates:

- The project team is reviewing the results from the CLJ-CMS Request for Information (RFI) and will be reporting to the project Steering Committee on the 1st of September. Nine responses came back. The feedback provided by the Steering Committee will assist the project team in transitioning to the procurement phase of the project.

Day One of the CUWG meeting began with a presentation of the results from the CLJ Data Integration Surveys. The purpose of the survey was to understand the state of current data exchange integrations being used by the courts. Approximately 50% of the courts responded. A letter is being drafted and will be sent out to all CLJ courts on the results from the surveys.

The rest of Day One was spent discussing the topic of Accounting, beginning with miscellaneous receipting, continuing onto addressing creation of Accounts Receivable and time payment accounts as well as receipting payments to both. The day ended after completing a review of the restitution and the bail processes.

Some requirements gathered are:

- Must be able to add an NSF Fee to a returned Miscellaneous Payment and send it to collection if it remains unpaid.
- Must be able to prioritize amounts due on a case and all amounts due for person.
- Must allow 24/7 electronic payments and want the party to be able to pay on multiple cases, in multiple courts, at one time.
- Must be able to include all cases in a court on one time payment agreement for the defendant, including cases connected to any AKA names as well as Vehicle Violations if the defendant indicates they are responsible for payment.
- Must be able to forfeit bail that was posted to a case, without impacting the current Accounts Receivable.

Day Two of the CUWG meeting focused on completing the Accounting requirement gathering, including Civil fees, Disbursements, and End-of-Period financial processing. The day ended with addressing some of the Administrative but case-related tasks. Some requirements gathered are:

- Must be able to batch receipt or batch waive filing fees on Civil cases, including receipting or waiving multiple types of fees (multiple cost fee codes) for each case at one time.
- Must be able to send disbursements to a party using electronic means.
- Want all reports (including accounting ones) to be transferrable to other file formats (i.e., Excel, PDF, CSV) that can then be sent electronically to other City/County Departments or State Agencies electronically.
- Must be able to complete NSF reversals without impacting the daily deposits for the person doing the reversal.
- Must be able to indicate what, if anything, is "Stayed" while a case is set to "On Appeal" status; use the Stay indication to determine what activities would be prevented on the case (instead of the "On Appeal" status).
- Want to have Jury Management capabilities.

Administrative tasks will be discussed further at the October CUWG meeting.

The requirements documented were reviewed with the group and initially approved with a Fist to Five consensus vote, confirming what was documented is what was defined by the CUWG.

The next CUWG meeting is scheduled for September 23 - 24, 2015. The discussions will focus on Probation – Future State, continued from the May CLJ-CMS CUWG meeting.